

## ALCOHOL AND DRUG SUPERVISED COUNSELOR (1561)

### I. NATURE OF WORK:

The Alcohol and Drug (A/D) Supervised Counselor is the full performance level of work, at the Certified Associate's Degree level, counseling clients with substance use disorders by using intervention, treatment and rehabilitation. Employees in this classification do not supervise.

Employees in this classification receive general supervision from an Alcohol and Drug Professional Counselor Supervisor or supervisor approved by the Board of Professional Counselors and Therapists. Employees in this classification may be required to work evenings and on weekends. The work is performed in addictions programs located in State institutions and facilities, such as inpatient and outpatient facilities, jails, detention centers, prisons, halfway house facilities and community-based programs.

The Alcohol and Drug Supervised Counselor and Alcohol and Drug Supervised Counselor Provisional are differentiated on the basis of certification status and supervisory control exercised by the supervisor over these employees. The Alcohol and Drug Supervised Counselor is the certified level of work where the employee performs the full range of duties under general supervision. The Alcohol and Drug Supervised Counselor Provisional is the noncertified level of work where the employee learns to perform duties under close supervision.

### II. EXAMPLES OF WORK: (Examples are illustrative only)

- Provides counseling and case management services to clients with substance use disorders with the least complex problems as defined by standard treatment criteria;

- Screens clients with substance use disorders to determine the most appropriate initial course of action with regard to substance treatment;

- Assesses clients with substance use disorders to gather and interpret information necessary for planning treatment and evaluating client progress;

- Develops client treatment plans including problem areas, desired treatment outcomes and the strategies for achieving them;

- Makes referrals to facilitate the client's use of available support systems and community resources in response to needs identified in clinical evaluation;

- Responds to clients in crises;

- Provides addictions-related education and teaches life skills relevant to the recovery process to clients with substance use disorders, their families, significant others and community groups;

## ALCOHOL AND DRUG SUPERVISED COUNSELOR

Page 2

Documents client-related information in accordance with accepted principles of client record management;

Adheres to accepted ethical and behavioral standards of conduct and participates in continuing professional development;

Performs other related duties.

### III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the established diagnostic criteria for substance use disorders, treatment modalities and placement criteria within the continuum of care;

Knowledge of models and theories of addiction and other problems related to substance use;

Knowledge of the social and cultural context within which addiction and substance abuse exist;

Knowledge of the effects of psychoactive substances on the user and significant others;

Knowledge of ethical and behavioral standards of conduct in the helping relationship;

Knowledge of principles of learning and a variety of educational techniques;

Knowledge of helping strategies for reducing the negative effects of substance use, abuse and dependence;

Knowledge of support systems and community resources available to clients and their significant others;

Knowledge of Federal, State, local and agency policies and procedures governing the delivery of treatment services;

Ability to establish and maintain a therapeutic relationship with clients with substance use disorders and their significant others;

Ability to make constructive therapeutic responses when the client's behavior is inconsistent with stated recovery goals;

Ability to accurately document client-related information.

### IV. MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education: Determined by the Maryland State Board of Professional Counselors and Therapists under the requirements for Certified Supervised Counselors-Alcohol and Drug.

## ALCOHOL AND DRUG SUPERVISED COUNSELOR

Page 3

Experience: Determined by the Maryland State Board of Professional Counselors and Therapists under the requirements for Certified Supervised Counselors-Alcohol and Drug.

V. LICENSES, REGISTRATIONS AND CERTIFICATES:

In accordance with Health Occupations Title 17 and Code of Maryland Regulations 10.58.07, candidates appointed to positions in this classification must be eligible for and obtain certification by the Board of Professional Counselors as a Certified Supervised Counselor-Alcohol and Drug prior to permanent appointment.

Candidates appointed to positions in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

VI. SPECIAL REQUIREMENTS OF THE CLASSIFICATION:

Employees in this classification are subject to substance abuse testing in accordance with Code of Maryland Regulations 17.04.09, Testing for Illegal Use of Drugs.

Employees in this classification perform the work in a Joint Commission for the Accreditation of Healthcare Organizations (JCAHO) or a Maryland State certified addictions program.

DATE ADOPTED: October 1, 2001

Class specifications are broad descriptions covering groups of positions used by various State departments and agencies. Position descriptions maintained by the using department or agency specifically address the essential job functions of each position.

APPROVED: \_\_\_\_\_  
Director, Division of Salary Administration and  
Position Classification